

**COUNCIL POLICY****CURRENT**

SUBJECT: ANNUAL SALARY REVIEW OF POSITIONS WITH SALARIES  
ESTABLISHED BY COUNCIL  
POLICY NO.: 300-04  
EFFECTIVE DATE: April 11, 1983

**BACKGROUND:**

The City Council is the Appointing Authority for the positions of City Manager, City Clerk, Auditor and Comptroller, Planning Director and Intergovernmental Relations Director. As Appointing Authority, the Council is responsible for setting the salary of these positions on an annual basis. Under Charter Section 40, the City Council is also responsible for setting the annual salary of the City Attorney.

**PURPOSE:**

The purpose of this policy is to provide for a systematic annual review of the salaries of these positions and to assure the availability of consistent and reliable information which the Council can use in establishing annual salaries for these positions.

**POLICY:**

It is the policy of the City Council to review the salaries of these six positions each year prior to adoption of the Annual Salary Ordinance. In setting salaries for these positions, the Council will consider a variety of information including, but not limited to: efficiency, responsibility, merit, salaries paid by other agencies, and the City's financial situation.

Each year, on or before May 1, the Personnel Director will report to the Council on salary issues related to these council appointed positions. This report will consist of:

1. The salary information for comparable positions in other agencies upon request by the City Council.
2. Detailing of other factors determined to be relevant to the salary setting process on an annual basis, including cost of living increases, general wage increases, and recruiting/retention problems.

**HISTORY:**

Adopted by Resolution R-186125 01/20/1966  
Amended by Resolution R-194393 08/06/1968  
Amended by Resolution R-258214 04/11/1983